

Jan E. Nolis

Certified Public Accountant

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March 12, 2018

State of New York  
Authorities Budget Office  
P.O. Box 2076  
Albany, NY 12220-0076

Re: Tioga County Property Development Corporation  
2017 Investment Report - Certified Financial Audit  
Management Letter Annual Audit of Investments

This letter is for submittal for the above reporting purpose:

The Tioga County Property Development Corporation (TCPDC), newly established in 2017, has had no financial activity during the 2017 reporting period. Therefore, there have been -0- investments.

The TCPDC 2017 Annual Report, including all establishment activity is attached.

Sincerely,

A handwritten signature in blue ink that reads "Jan Nolis".

Jan Nolis, CPA

# Tioga County Property Development Corporation

## Land Bank

Status Report as of January 1, 2018

### Dec. 2016 - Jan. 2017



**December 13, 2016** - Tioga County Legislature approved Resolution #265-16 authorizing application to establish the Tioga County Property Development Corporation (TCPDC).

**December 14, 2016** - Application submitted.

**January, 2017** - NY Land Bank Designation TCPDC established.

### March - April 2017

**March 17, 2017** - NY Dept. of State Certificate of Incorporation approved.

**March 31, 2017** - State of NY Authorities Budget Office Notice received.

**April 3, 2017** - IRS EIN Number assigned

Board of Directors – Public Official's Insurance coverage – TCPDC has been additionally named insured under Tioga County's General Liability and Public Official's Liability Insurance at no cost at this time.



TCPDC PARIS Authorization in the online Public Authorities Reporting Information System received.

### May 2017

**May 17, 2017** - First Board of Directors Meeting Held



- Mission Statement, Goals Strategies & Focus as presented in original application for the designation provided to the Board of Directors
- Bylaws adopted
- Non-Discrimination/Affirmative Action Policy approved
- Conflict of Interest Policy approved
- Whistleblower Policy and Procedures approved
- Audit Committee/Finance Committee/Governance Committee formed
- Board Resolution #1-2017 approved regarding Public Open Meeting Notice Posting
- Logo, website and seal development has been completed

## June - October 2017

Mandated ABO Financial Disclosure Forms from TCPDC Board Members have been received.

Mandated Code of Ethics including TC Ethics Law- Policy 26, Work Place Violence Prevention Policy and Discriminatory Harassment Policy- Policy 53 and TC Comprehensive Code of Ethics, Policy 43 have been reviewed, signed and provided by each Board Member

Mandated ABO requirement of online Board Member Training has been discussed and information provided to each Board Member to complete.



## November 2017



**November 9, 2017** - TCPDC Recognition of Exemption under IRS Section 501 ( c ) ( 3 ) was received (effective March 20, 2017 ).

## December 2017 - January 2018

TC NY Housing Study is being finalized. As part of the Action Plan strategies include the identification of targeted residential neighborhoods and a block-by-block assessment of the housing stock to determine the future status of each property ranging from demolition to rehabilitation.

In addition, the creation of an organizational structure, a public/private partnership, including TCPDC, to implement and drive community investment strategies will be formed.



## 2018



Appropriate sources of funding will be researched and applications will be submitted in 2018. It is hoped that funding through the NYS Attorney General's Office via Community Revitalization Initiative Funding may be announced, and application submitted this year. Criteria of program and timetable will be made available at that time.